Personal Data Management

Access Instructions and Overview
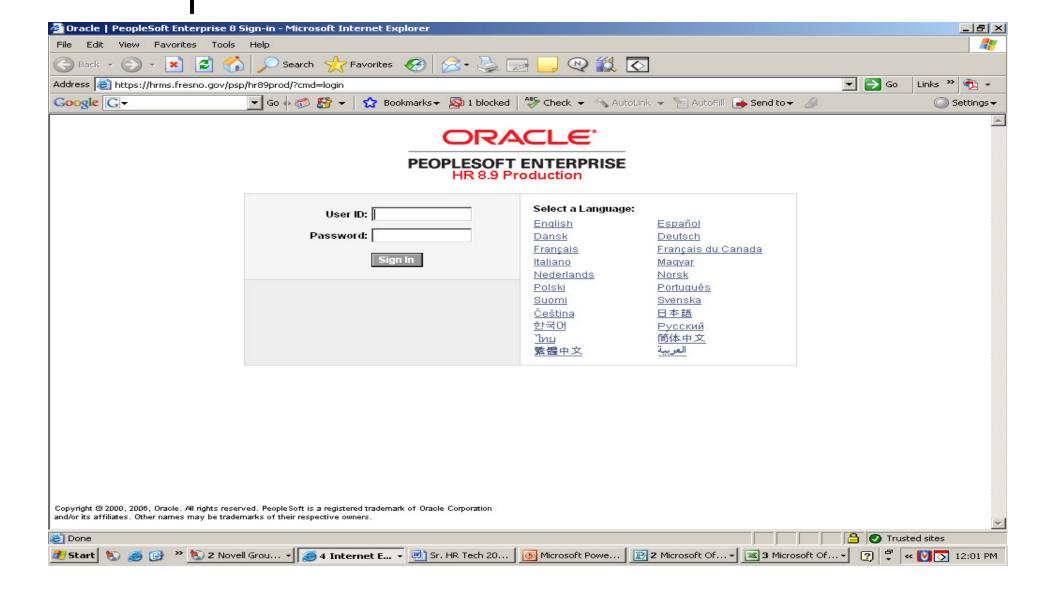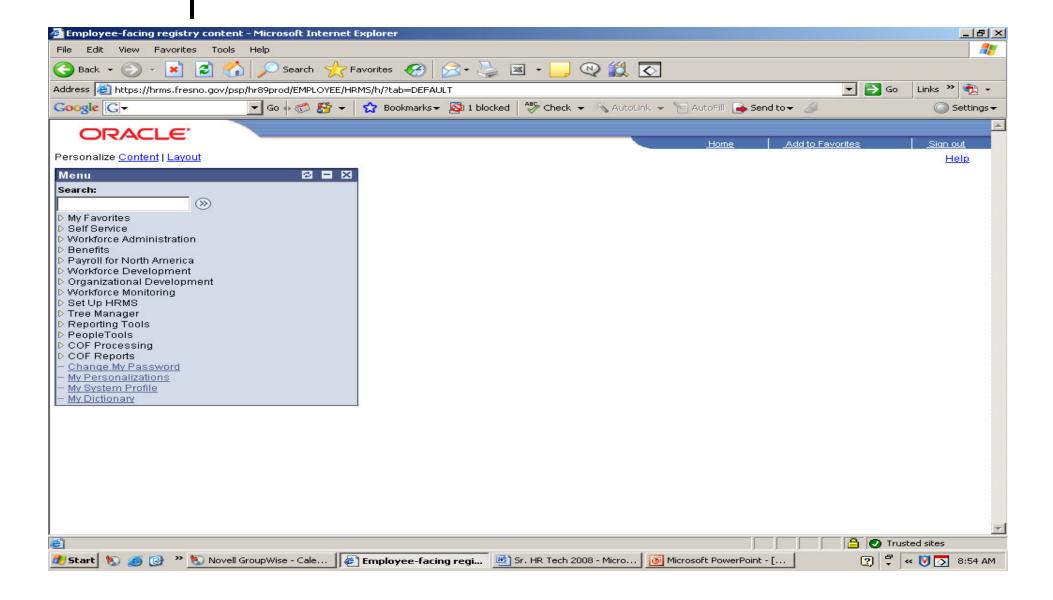
Desk Top Access

Sign-On Page

Entering USERID & Password

○ If you have a Novell Account – use your Novell USERID and Password

- Your Novell Account USERID & Password are the one's you use when you first log into your computer
- If you still have trouble signing on, please contact
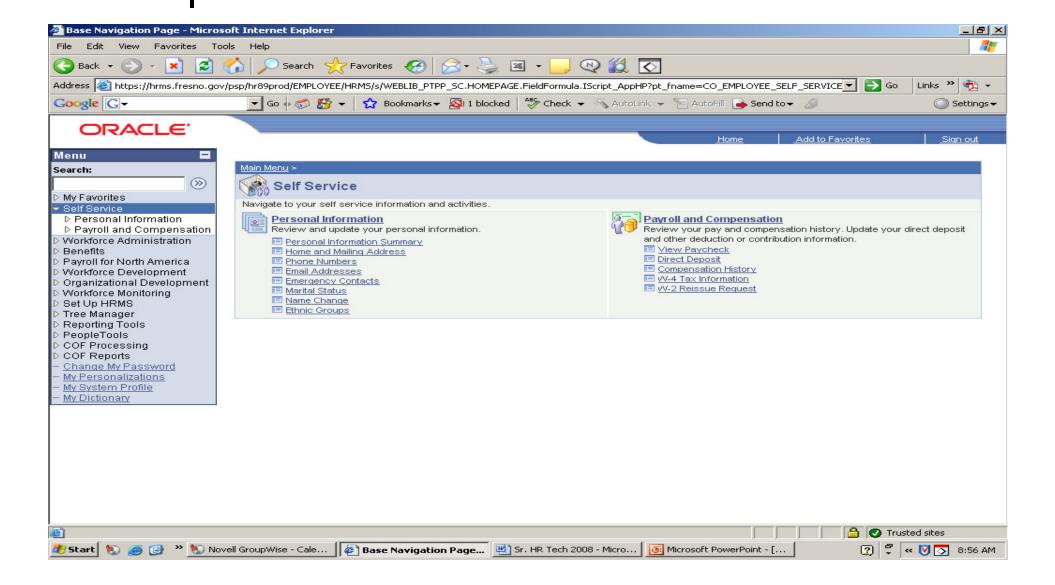 - Help Desk x 7100

Entering USERID & Password

- Your USERID is listed on your paycheck stub. It is the alpha portion of your Employee ID.
  - Example: 12345 BARNEYP
- Your Password if a formula that uses your USERID and other information:
  - **PasswordUSERIDBYSS##**
  - **USERID**: your USERID in all capital letters
  - **BY:** the last 2 digits of your **Birth Year**
  - **SS##:** the last 4 digits of your **Social Security Number**
- After your first log-in: you will be prompted to create a new password.

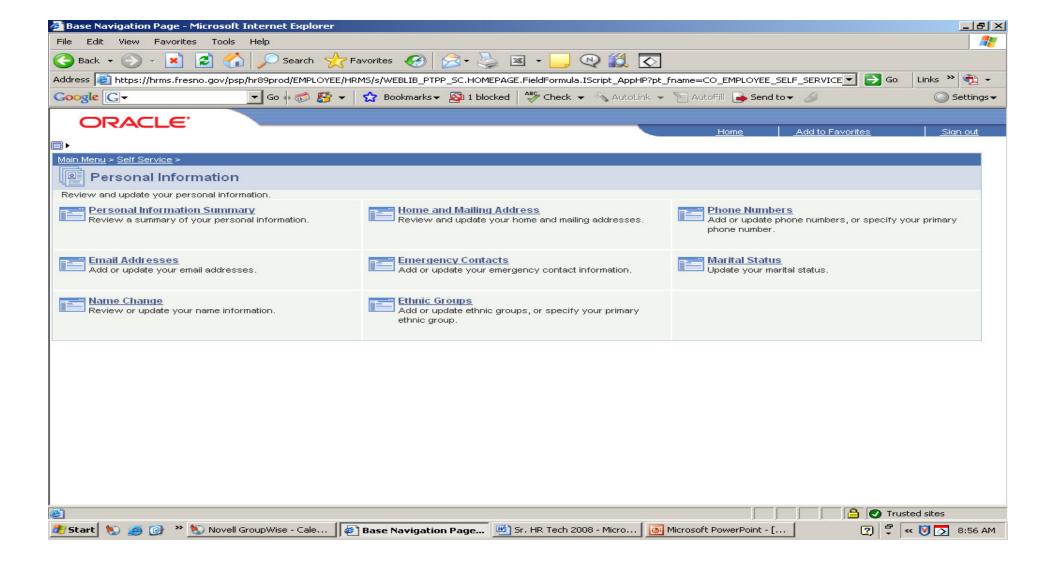- If you have trouble logging in – please contact Personnel x 6950.
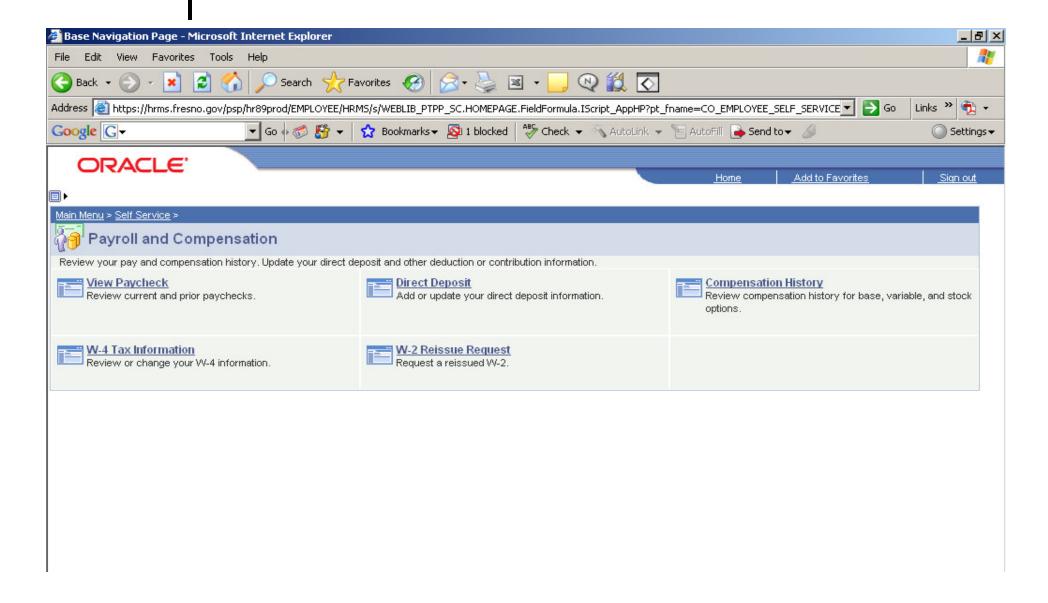
PeopleSoft 8.9 Home Page

Self Service

Personal Information

Payroll and Compensation

Where Can I Access?

- Any City Network Computer
- Room 1054 in City Hall from 9am-4pm every Friday in May
- Personnel Services Department
- In the coming weeks, departments will have Personal Data Management stations set up in general access areas